

CLASS TITLE:**TAX EXAMINER
(DOA)****Class Code: 02684200****Pay Grade: 21A****EO: B****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To perform examinations of records to determine tax liability and the extent to which tax returns are accurate and complete and to make other investigations as required; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision; receiving assignments in general and specific form; work is reviewed in process and upon completion for conformance to law, regulations and instructions.

SUPERVISION EXERCISED: As required, supervises the work of others assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform field investigations of taxpayers' records such as journals, cashbooks, accounts receivable/payable, ledgers, payrolls, sales slips, and related documentation.

To make determinations of tax liabilities based on applicable tax laws or regulations.

To determine the extent to which tax returns are accurate and complete.

To maintain control accounts and financial records of monies received.

To provide taxpayers with information pertaining to the requirements of law, liability for taxes, and specific methods and procedures to be followed for compliance.

To conduct special investigations for the verification of examinations or findings of fact in cases where noncompliance with law or regulations is suspected, and to make other investigations as required.

To prepare audit reports with findings and determinations including calculations of over/under payments.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and methods of accounting sufficient for the purpose of examining employer tax returns and related records; a knowledge of basic mathematics; the ability to prepare reports on the examination of accounting records; the ability to make field investigations relating to such examinations; the ability to prepare written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in accounting, business or public administration, or a related field.

Or, any combination of education and experience that shall be substantially equivalent to the above education.

Class Revised: August 25, 1991

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